OFFICE SOFTWARE APPLICATIONS - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
www.kent.edu/cats

Examples of Possible Careers
Receptionists and information clerks
- 3.6% about as fast as the average
- 1,105,300 number of jobs
- $31,110 potential earnings

Contact Information
- Program Coordinator: John Baker | jbaker96@kent.edu | 330-308-7570
- Speak with an Advisor
  - Ashtabula Campus
  - Tuscarawas Campus

Fully Offered
- Delivery:
  - In person
- Location:
  - Ashtabula Campus
  - Tuscarawas Campus

Description
The Office Software Application undergraduate certificate provides a solid background in Microsoft Office software applications to assist individuals in becoming productive office workers. The program enables students to establish or update skills using the latest version of software that is commonly used in offices today.

Admission Requirements
The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 21010</td>
<td>WORKGROUP PRODUCTIVITY SOFTWARE</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16620</td>
<td>WORD PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16621</td>
<td>WORD PROCESSING II</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16625</td>
<td>BUSINESS PRESENTATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 16639</td>
<td>DATABASE APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26611</td>
<td>SPREADSHEET APPLICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>OTEC 26640</td>
<td>CURRENT TECHNOLOGIES</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum Total Credit Hours: 21

Graduation Requirements

<table>
<thead>
<tr>
<th>Minimum Certificate GPA</th>
<th>Minimum Overall GPA</th>
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</thead>
<tbody>
<tr>
<td>2.000</td>
<td>2.000</td>
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</tbody>
</table>

- Students must complete a minimum of 15 credit hours of the certificate curriculum at Kent State University.
- Maximum 6 credit hours of transfer credits may be used as long as letter grades appear on original transcripts.